INSTRUCTIONS FOR COMPLETION OF

VDGIF COMPLEMENTARY WORK FORCE INDIVIDUAL TIME REPORT

1. Enter your name. Please print.

2. Enter month submitted.

3. Enter year submitted.

4. Enter your assigned Coordinator.

5. Enter your region number.

6. Enter month /day/year of activity. Use two numbers for each: 08/27/08

7. Enter the **main** County or City in which service was performed on this date. Use the drop down boxes to select a location. Be sure to differentiate between a County and City with like names. Cities are listed at the end of the drop down box listing. For those completing the form in hard copy, a separate legend is available for reference.

8. Using a capital "X", mark the category that this activity falls under:
    - RH01= any activity related to hunting, wildlife, wildlife diversity
    - RF01=any activity related to fish, fishing
    - RB01=any activity related to boating, boat safety, or waterway markers
    - AP01=any training activity

9. Under the "Activity" column, choose and enter the type of service performed. If more than one activity is performed in a day, please list them on separate lines. If completing in Excel, click on the small triangle that appears, to view the list of activities. Click on the appropriate one to enter it into the column. You can look up further descriptions of the types of duties that fall under these Activities by scrolling over to Columns AC AD and AE on the worksheet. For those completing the form in hard copy, a separate legend is available for reference. After an activity from this list is used once on the form, you can enter it in succeeding lines by beginning to type the same word.   The previously recorded activity will pop up. Hit 'Enter' to add the activity to the column. If you have questions about the correct activity for your service performed, please contact your assigned Coordinator or the State Coordinator for assistance.

10. In the 'Hours Worked" column, please mark your hours spent in service EXCEPT for training hours.

11. In the "Hours Training" column, please mark your hours spent in receiving training.

12. In the "Total Hours" column, your "Hours Worked" and "Hours Training" are to be added. If completing in Excel, this will automatically total, as well as keep a running tally at the bottom of the form.

13. On the "Totals" line, these will be added automatically, if completed in Excel. If you are completing in hard copy, you will need to add up the number of hours spent in each category under "RH01/RF01/RB01/AP01" and enter the total number of hours in the appropriate block/column, then total the number of hours under each column of "Hours Worked" "Hours Training" and "Total Hours".   Please double check your computations.

14. If submitting form in hard copy, please sign form.

15. Enter the date submitted to your assigned Coordinator.

16. Reports are due to your assigned Coordinator by the 5th of the month following the service performed.

17. Late reports will be processed the following month.